Screen reader users should use the arrow keys to navigate this document.



# EXHIBITOR INFORMATION

## Company Information:

Name:

Website:

Contact Person:      Phone or VP:

E-mail:

Address:

City:      State:      Zip:

Exhibit spaces consist of a covered 6’ x 30” table, 2 chairs and trash can. A map of the layout of the exhibit space is available by request. Booth assignments are a first come, first serve. Reservations will be confirmed once payment is received. For confirmation of your exhibit space contact Kim Jones at Kimm.Jones@Ky.gov

 Early Bird Late Bird

 (5/1/18 – 6/30/18) (7/1/18 – 9/1/18)

[ ]  For-Profit Organization Exhibition Space $350 $375

[ ]  Non-Profit Organization Exhibition Space $300 $325

## Payment Options:

1. Complete and print form

2. Make check/money order payable to SERID 2018

3. Mail payment along with form to:

SERID 2018

P.O. Box 899

Frankfort, KY 40602-0899

If you wish to use electricity and/or Internet service, you will need to coordinate and pay through the Hyatt Regency Louisville. You can contact the sales manager Trisha Siegelstein at 502.217.6023 (office) or 502.718.8869 (mobile) to make arrangements.

**DEADLINE: Space must be reserved no later than September 1, 2018.**

## Exhibit Schedule

 Friday, October 12, 2018 1:30 p.m. to 6:00 pm Set Up

 Saturday, October 13, 2018 7:30 a.m. to 4:30 p.m.

 Sunday, October 14, 2018 7:30 a.m. to 3:15 p.m.

 Sunday, October 14, 2018 3:15 p.m. to 6:00 p.m. Tear Down

## Cancellation Refund Schedule

1. Written notification to chair@serid.org of cancellation received on or before September 1, 2018 will qualify for a 50% refund of the total contract cost;
2. Notification after the above date of if the Exhibitor fails to occupy the space, SERID 2018 will retain 100% of the contracted cost;
3. Cancellations should be made to SERID 2018 at chair@serid.org.

## Hotel Guidelines for sending packages early

The Hotel’s receiving entrance is open from 8:00 am – 4:00 pm Monday-Friday. Any materials being sent to the Hotel must be marked as follows:

TO:      GUEST NAME

Hyatt Regency Louisville

320 West Jefferson Street

Louisville, KY 40202

(Guest’s Arrival Date)

SERID 2018

Attn: Cara Sariscsany

Number of Boxes (Example: Box 1 of 2 and Box 2 of 2)

Deliveries should arrive at the Hotel no more than (3) days prior to Group’s arrival. Handling charges may apply. The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The group or individual is responsible for insuring its property for loss or damage. The hotel will assess a handling fee per package for incoming and outgoing parcels. The fee scale is based on the weight and size of the package:

Box less than 50 lbs. - $5.00 each                              Pallet / Skid - $75.00 each

Box between 50 – 75 lbs. - $8.00 each                       Small Display - $25.00 each

Box between 75 and 150 lbs. - $10.00 each             Large Display - $50.00 each

Use this URL to make your hotel reservations. SERID 2018 has a block of rooms at $129.

<https://aws.passkey.com/go/SERID2018Conference>

## Liability Insurance

SERID 2018 will take reasonable precautions to safeguard the Exhibitor’s property; however, the Exhibitors understands neither SERID 2018 nor the Hyatt Regency Louisville maintains insurance covering the Exhibitor’s property or lost revenue. It is the sole responsibility of the Exhibitor to obtain such insurance. SERID 2018 and the Hyatt Regency Louisville do not assume an obligation or duty with respect to protection of said property.

## Hold Harmless Clause

Exhibitor assumes responsibility and liability for losses, damages, and claims arising out of injury to person(s) damages to the Exhibitor’s displays, equipment, and other property brought upon the premises of the Hyatt Regency Louisville. The Exhibitor agrees to indemnify and hold harmless SERID 2018, Hyatt Regency Louisville and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney fees arising out of the use of the premises, excluding any liability caused by the negligence of SERID 2018 or the Hyatt Regency Louisville or its owner, servants and/or employees.

SERID website: <http://serid.org/conference/>